# Uploading Attachments – Submitted Applications

Login to CELS:

1. From the CELS home page, click **LOGIN TO INDIVIDUAL ACCOUNT**.

2. Enter your login credentials on the **Keystone Key** screen and click **LOGIN**.

1. From the **CELS Home** screen’ **CEL Application** table, locate the applicable CEL that you would like to add an attachment to.
2. Click on the **paperclip** icon in the **action** column.
3. Select from the drop-down the applicable State, Territory, or Tribe that the attachment relates to
4. From the Attachments dialog box, click the **Choose File** button.
5. Navigate to the file to attach to the application. (Note that you can only upload the following types of files: .pdf, .doc, .docx, .jpeg, .jpg).
6. Click on the file to attach, then click **Open**.
7. Click **Upload**.
8. Confirm that the document name now appears in the Attachment Title table.
9. Click **Save**.

# Uploading Attachments – New Application - Previous Address /Closed Shared State

1. While creating a new application, on the **Applicant Address Information** screen, complete the **Previous Address** fields.
2. If the applicant has resided at this out of state address within the last 5 years, click **Yes** to the question “*Has the applicant resided at this out of state address within the last 5 years?*
3. An additional question displays: “Has the applicant requested their clearances from this state?”
4. Clicking the **Yes** radio button will cause a new hyperlinked message to appear: “**Upload/View Out of State Clearance**”.
5. Click on the **Upload/View Out of State Clearance** hyperlink.
6. The **Attachments** pop up dialog box displays.
7. Click **Choose File** to navigate to the file/attachment to upload. Select the file and click **Open**.
8. From the Attachments pop up, click **Upload**.
9. Confirm that the uploaded file name displays in the Attachments table in the Attachments pop up dialog box.

# Uploading Attachments –From Messages - Additional Information

Pre-Requisite A CVU worker requests for additional information from the Applicant

1. The Applicant logs in to their CELS account.
2. From the **Home** screen, click on the **Message** button at the top of the screen.
3. View the message by clicking on the **eyeball** icon of the message requiring review.
4. On the Message Details pop up, click the **Respond** button.
5. From the updated **Message Details** pop up:
   1. Enter any desired text in the **Response** dialog box
   2. Click the **Affirmation** checkbox
   3. Update the eSignature field
   4. Click on the **Upload Out of State Clearance** hyperlink
6. Click **Choose File** to navigate to the file/attachment to upload. Select the file and click **Open**.
7. From the Attachments pop up, select the State/Territory/Tribe and click **Upload**.
8. Confirm that the uploaded file name displays in the **Attachments** table in the **Attachments pop up dialog box.**
9. Click the **Save** button.
10. From the **Message Details** pop up, click the **Send** button.

# Deleting Attachments:

# Applicants cannot delete attachments on a Finalized CEL. When the status of CEL Application is NOT Finalized, however, the Applicant can delete an attachment.

1. From the **CELS Home** screen **CEL Application table**, click on the **paperclip** icon for the submitted application.
2. From the **Attachments** dialog box, click the **waste can** icon for the attachment you need to delete.
3. At the Delete Confirmation dialog box, click **OK**.

Click **Cancel** on the Attachments dialog box to return to the CELS.

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**For further assistance on *Applicant-Uploading Attachments,* please refer to the Chatbot on the CELS Site,** [**www.pelican.state.pa.us/cels**](http://www.pelican.state.pa.us/cels)**.**